



State of Wisconsin \ DEPARTMENT OF NATURAL RESOURCES

Jim Doyle, Governor
Matthew J. Frank, Secretary

101 S. Webster St.
Box 7921
Madison, Wisconsin 53707-7921
Telephone 608-266-2621
FAX 608-267-3579
TTY Access via relay - 711

February 20, 2009

Subject: Recycling Responsible Unit Annual Report and Grant Application Changes

Dear Recycling Authorized Representative:

The Department of Natural Resources has made it a priority to improve our electronic reporting tools to better serve our regulated community. We are pleased to announce that we are ready to implement our improved electronic system for recycling annual reports and basic grant applications. Features of the new system include:

- Information you previously submitted will be stored and used to pre-populate your reporting forms.
- Updated grant worksheets will automatically transfer information into the new system.
- Electronic reports will show your recycling rate and costs over time and provide comparisons to other similar Responsible Units.

You will be able to use the new electronic system for your 2008 Annual Report due April 30, 2009. You will also be able to use it for your 2010 Basic Grant application due October 1, 2009. Although paper versions of these forms will still be available this year, we ask you to please consider using the electronic system. This will greatly improve the review and approval process of your reports and applications. In order to keep our costs down, in two years we must begin requiring only use of the electronic system.

To use the new electronic system, please complete a one-time registration process by March 20, 2009. This process will ensure that only authorized individuals will have access to the system. We have attached instructions for the registration process, which takes less than 30 minutes to complete. If you would like other staff or consultants to help you prepare the forms prior to your submittal, you must also ask them to complete the registration process by March 20.

Wisconsin law requires each Responsible Unit to submit an annual accomplishment report and report of actual program costs (s. NR 544.10, Wis. Adm. Code). The completed accomplishment report ensures continued DNR approval of your effective recycling program, allowing continued access to Wisconsin landfills and incinerators. In addition, only Responsible Unit's that maintain an approved effective recycling program are eligible for a recycling grant.

In March we will send out instructions on how to complete your 2008 Annual Report. If you have any questions about this reporting process, please contact Sarah Murray at (608)264-6001 or sarah.murray@wisconsin.gov.

Sincerely,

Al Shea, Administrator
Air and Waste Division

Sincerely,

Vance Rayburn, Administrator
Customer Assistance and Employee Services Division

cc: Responsible Unit Primary Contact